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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 22 NOVEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period.

II. Items/Events of Major Interest:

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a. Agency Locator: A new Agency locator has been prepared in the form of a 10 1/2" x 6" bifold which opens to show the floor plans for the ground floor, first floor, and second to seventh floors. In addition to the corridors and main points of interest, the locations of elevators, stairs, snack bars, and rest rooms are shown. The Agency locator has been forwarded to the Printing and Photography Division, OL, for printing.

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b. Quality of Life: GSA painters started painting the Headquarters Building exercise room on Monday, 21 November 1983, and are scheduled to finish on Wednesday, 23 November 1983.

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d. Workstations: Thirty workstations were repositioned and 10 workstations were delivered from Lot Storage to  22 November 1983.

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e. Racks for Grid Room: On Saturday, 19 November 1983, two tractor trailer loads of racks were unloaded for the Grid Room (Room GD-45, Headquarters Building) for the Office of Communications.

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f. Drawings: The contract architect is redesigning space at Ames Building to accommodate an "off-the-shelf" shielded enclosure for non-tempest approved equipment for the Intelligence Community Staff.

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Preliminary schematic layouts of space at Headquarters for the Office of Soviet Analysis (SOVA) will be presented to the Director, SOVA this week.

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WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED

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h. New Postal Equipment: On 21 November 1983, a representative of Pitney Bowes installed an electronic mailing machine, postal scale, and postage meter in the Mail and Courier Branch, LSD/OL. The electronic postage meter can be set for \$99,999.00.

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III. Significant Events Anticipated During the Coming Week:

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No items this reporting period.

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